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REQUIREMENT ANALYSIS NCJS Department Automation System

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Requirements Analysis

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Requirements Analysis

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 - 5.3.3 RPT_CARS_003: View maintenance history for a car
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 - 5.4.1 RPT_HR_001: View employee data form

Appendix A: Proposed Reports

Correspondence Reports:

RPT_COR_001: View Incoming Messages

RPT_COR_002: View Outgoing Messages

Counselor Secretary Reports:

Museum Reports:

RPT_MUS_001: View Museum Items

Public Relations Reports:

RPT_PR_001: View Tours

RPT_PR_002: View Opera Shows

RPT_PR_003: View Events

Accounting Reports:

RPT_ACC_001: View Car Loans

RPT_ACC_002: View Other Needs Loans

RPT_ACC_003: View Expenditure Terms

HR Reports:

RPT_HR_002: View employee deputation history

RPT_HR_003: View employee Incentives and Overtime

RPT_HR_004: View employees Evaluation Grades

Cars Reports:

RPT_CARS_002: View cars that need license renewal

RPT_CARS_003: View Work Orders

1 Introduction

1.1 Purpose

The purpose of this document is to address and analyze system requirements of the Departments Automation System (DAS) for the National Center for Judicial Studies (NCJS). This document is based on the requirements provided during the requirements gathering sessions conducted in the NCJS premises. This document will be used by project team members involved in all aspects of project management, and implementation.

1.2 Background

National Center for Judicial Studies (NCJS) is a subordinate of the Ministry of Justice

The NCJS has many departments performing internal operations and administrative tasks such as human resources, accounting, printing and photocopying, cars and transportation...etc

NCJS is in need of a system to help them perform their activities in a better way and protect documents and information from loss or corruption. This is the Departments Automation System (DAS) that will be presented to serve such purposes.

1.3 Scope

The Scope is detailed system analysis based on the study of the gathered requirements, including use cases, logical models, and interface and integration requirements, for the following departments:

- Accounting
- Human Resources
- Inventory
- Training Courses Material
- Printing and Photocopying
- Correspondence
- Secretary
- Museum
- Public Relations
- Cars and Transportation

1.4 References

- *NCJS_Departments_Automation v4.00.doc*

2 Requirements Definition

2.1 General Project Description

Department Automation System (DAS) is a web based application that enables the employees of the different departments in NCJS to record the important information and electronically archives their important documents.

DAS system will integrate with the File Net document management system to provide the document archiving capabilities

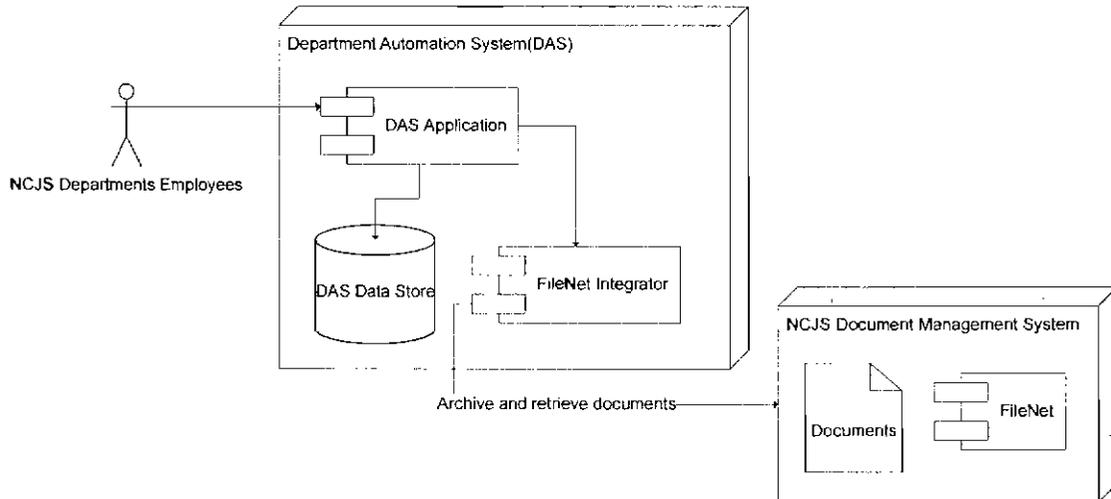
2.2 Problem Statement

The NCJS Departments suffers from the large amount of paper work and a continuous need for archiving documents and papers.

This puts the NCJS at a risk of loss of information besides the complications associated with this information manipulation and retrieval.

The proposed DAS system tends to preserve and electronically archive this information, besides facilitating the retrieval of needed information.

2.3 System Context Diagram



2.4 High Level Problem/Requirements

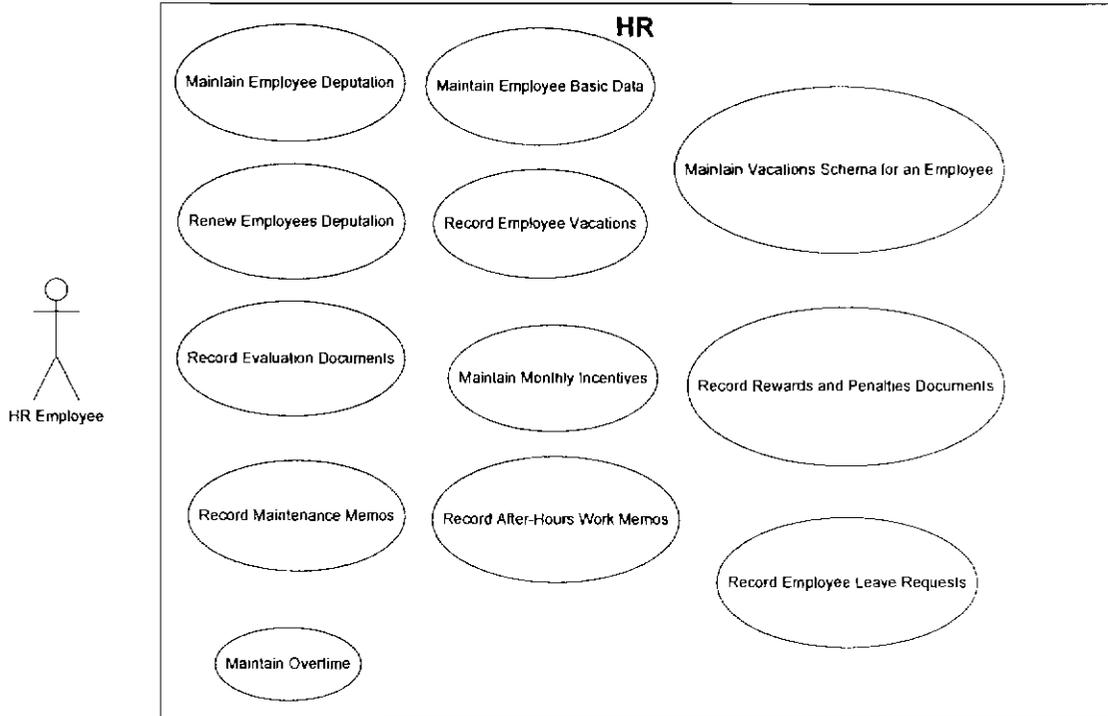
# Requirement	Priority	Type (Mandatory, Reporting, Low, External)
1 Human Resources		
1.1 Manage Employee Basic Data		
1.2 Manage Employee Vacations		
1.3 Manage Employee Leave Requests		
1.4 Manage Employee Deputation		
1.5 Manage Employees Incentives and Overtime		
1.6 Manage Employee Evaluations		
1.7 Manage Employee Rewards and Penalties		
1.8 Manage Employees Vacations Schema		
1.9 Archive Maintenance Memos		
1.10 Archive After-Hours Work Memos		
2 Accounting		
2.1 Manage Loans Data		
2.2 Manage Other Expenditure Terms Data		
3 Inventory		
3.1 Items Management		
3.2 Archive Item Supply Memo and Receipts		
4 Training Courses Material		
4.1 Manage Material[Add, Update, Delete]		
4.2 Print Material Locally		
4.3 Issue Printing Request to Printing Department		
5 Printing and Photocopying		
5.1 Serve Print Requests		
6 Correspondence		
6.1 Correspondence Management		
7 Secretary		
7.1 Counselor Correspondence Management		
8 Museum		
8.1 Items Management		
9 Cars and Transportation		
9.1 Transportation Management		
9.2 Car Maintenance Operations Management		
10 Public Relations		
10.1 Public Relations Management		
11 Administration Security[manage roles]		
11.1 Users Roles Management		
11.2 Lookups Management		

2.5 Use Case Survey

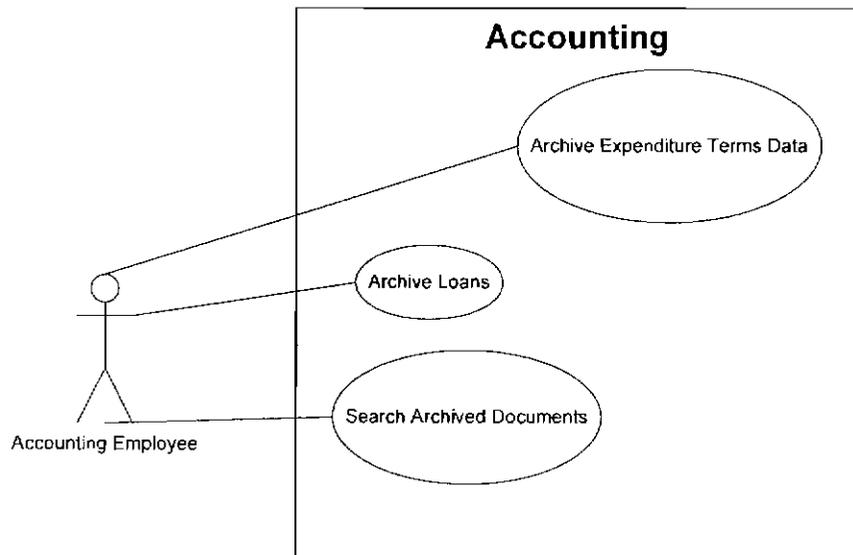
Requirements Analysis

2.5.1 Use Case Models

2.5.1.1 Human Resources

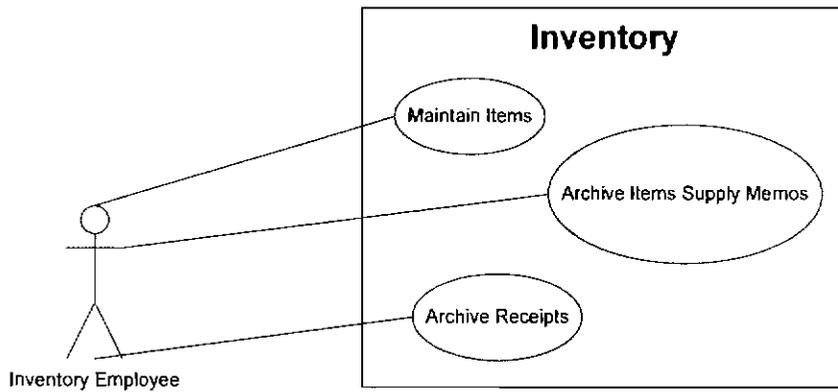


2.5.1.2 Accounting

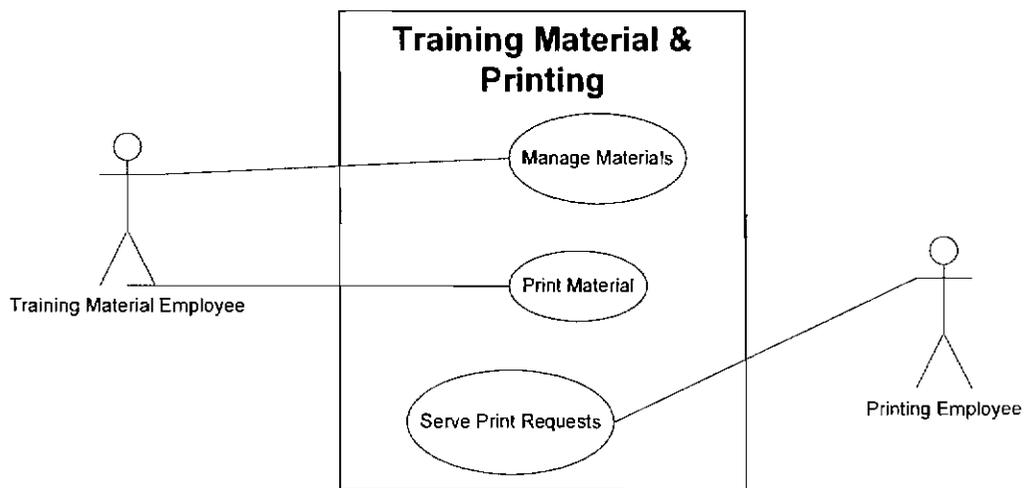


Requirements Analysis

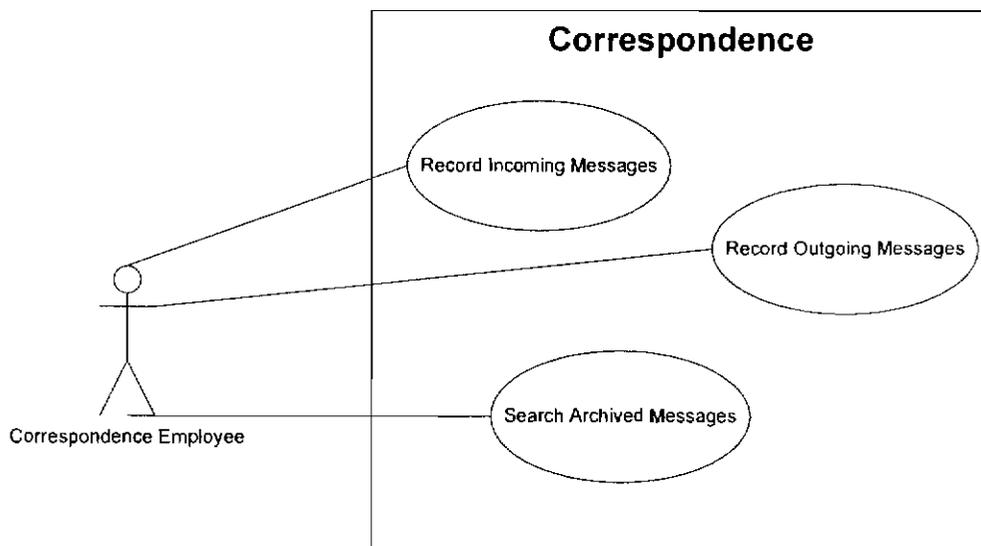
2.5.1.3 Inventory



2.5.1.4 Training Material and Printing

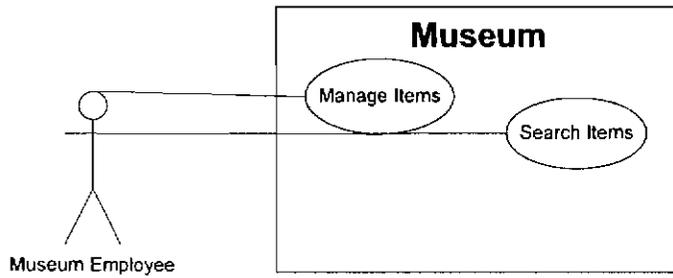


2.5.1.5 Correspondence

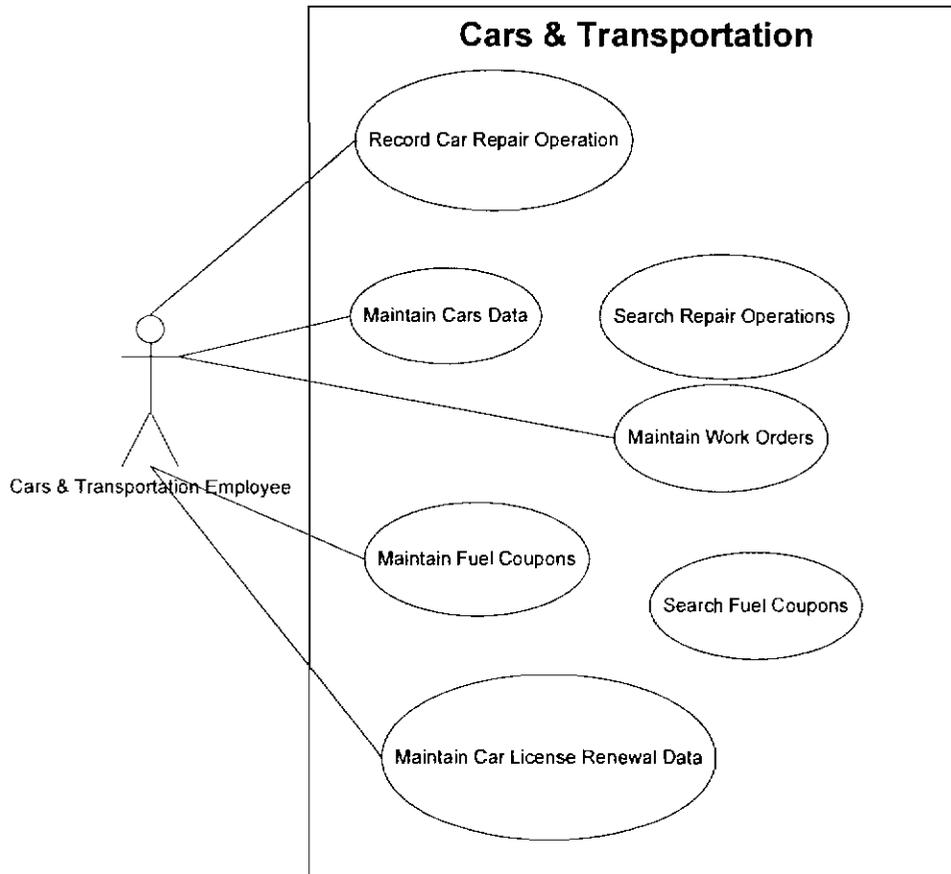


Requirements Analysis

2.5.1.6 Museum

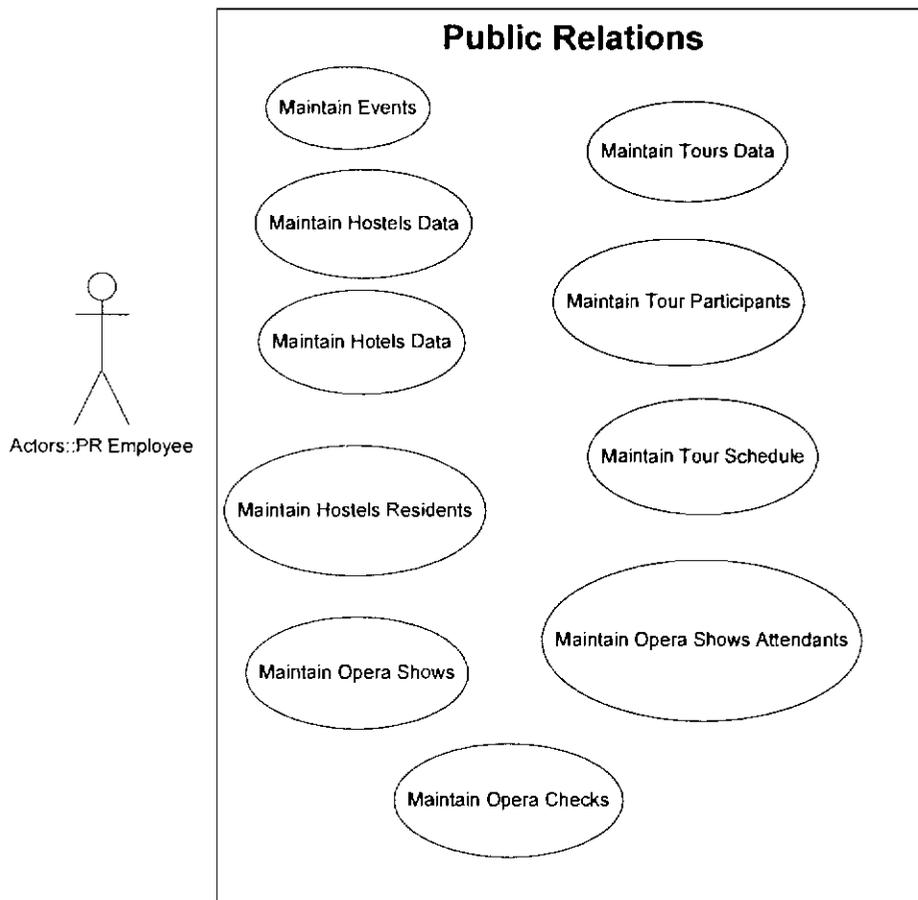


2.5.1.7 Cars and Transportation



Requirements Analysis

2.5.1.8 Public Relations



2.5.2 System Actors

Name	Role Name	Description and Responsibilities
Accounting Manager		
Inventory Manager		
Training Material Manager		
Printing and Photocopying Manager		
Human Resources Manager		
Correspondence Manager		
Secretary Manager		
Museum Manager		
Public Relations Manager		
Cars and Transportation Manager		

System Administrator		
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3 Functional Requirements Analysis

3.1 Use Cases

3.1.1 Use Case Narratives

3.1.1.1 Human Resources Use Cases

3.1.1.1.1 Use Case: Maintain Employee Basic Data

USE CASE NAME:	Manage Employee Basic Data
USE CASE ID:	DAS_HR_01
PRIORITY:	High
SOURCE:	Requirement: Manage Employee Basic Data
PRIMARY ACTOR:	HR Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • HR Employee: needs to view, filter, update NCJS employees data, add new employees record • NCJS Employee: needs his data to be accurate • NCJS Management: needs ease of information update and retrieval
DESCRIPTION:	add, update, and view employees data
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects Manage Employees Data
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects "Manage Employees" 2. System shows a list of employees key data: <ul style="list-style-type: none"> - Name - Title - Department 3. User selects an Employee to view his details 4. System shows selected employee data [refer to data dictionary] 5. User selects to update employee's data 6. System shows the employee data in an editable form 7. User edits the employee data and press save 8. System Validate Data 9. System updates data and save it
ALTERNATE COURSES (Scenarios):	<p>Alt 1: User selects to Add Employee</p> <ol style="list-style-type: none"> 1. User selects Add Employee 2. System shows the new employee form [refer to data dictionary] 3. User enters new employee's data and press save 4. System Validate Data 5. System saves the new employee record <p>Alt 2: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 3: Validation Error</p> <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Employee data is updated or added to System
Related Use-Cases:	
BUSINESS RULES	

Requirements Analysis

IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	Employee data in data dictionary

3.1.1.1.2 Use Case: Record Employee Vacations

USE CASE NAME:	Record Employee Vacations
USE CASE ID:	DAS_HR_02
PRIORITY:	High
SOURCE:	Requirement: Manage Employee Vacations
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	Record a new vacation for an employee, and record vacation documents
PRE-CONDITION:	<ul style="list-style-type: none"> • User is authenticated [login use case] • User selected an employee
TRIGGER:	the user selects "Record Employee Vacations"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Record Employee's Vacations 2. System shows employee's vacation schema for this year, and his current status(count of vacations days he spent (الاعتيادية والعارضة والمرضية)) 3. user uploads the vacation documents 4. user enters vacation attributes: <ul style="list-style-type: none"> - Vacation type (الاعتيادية/العارضة/المرضى) - Vacation start date - Vacation end date - Vacation duration (in days) 5. User selects to save 6. system validates the entered data and vacation duration against employee schema 7. System deducts the vacation duration from employee available balance 8. the above two steps (6,7) are not performed in case of type (مرضى) 9. System archives the document into File Net
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Employee vacation data is recorded in system
Related Use-Cases:	

Requirements Analysis

BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.1.3 Use Case: Maintain Vacations Schema for an Employee

USE CASE NAME:	Maintain Vacations Schema for an Employee
USE CASE ID:	DAS_HR_03
PRIORITY:	High
SOURCE:	Requirement: Manage Employees Vacations Schema
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	Configure vacations schema for employees for the next year, Define number of total vacation duration allowed for each employee for the two kinds of vacations (اعتیادی و عارضه)
PRE-CONDITION:	<ul style="list-style-type: none"> • User is authenticated • User selected an employee
TRIGGER:	the user selects "Maintain Vacations Schema"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User Selects to Configure vacations schema 2. System shows schema for the current year 3. User selects to edit the schema 4. User enters the new durations (in days) of vacation for each type (اعتیادی و عارضه) 5. User defines the effective date range (which defaults to 1 January to 31 December of the next year) 6. User selects to save 7. System validates data and save it
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 2: Validation Error</p> <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Vacation schema is updated
Related Use-Cases:	
BUSINESS RULES	<ul style="list-style-type: none"> - Default maximum duration for accidental vacation(عارضه) = 7 days - System shouldn't allow overlapping in effective date range
IMPLEMENTATION	

Requirements Analysis

CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.1.4 Use Case: Record Employee Leave Requests

USE CASE NAME:	Maintain Employee Leave Requests
USE CASE ID:	DAS_HR_04
PRIORITY:	High
SOURCE:	Requirement: Manage Employee Leave Requests
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	Record leave requests documents
PRE-CONDITION:	<ul style="list-style-type: none"> • User is authenticated • User selected an employee
TRIGGER:	the user selects "Maintain Leave Requests"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to save leave request data for an employee 2. User enters request data: <ul style="list-style-type: none"> - Request date - Purpose - Duration (in hours) 3. User uploads request document 4. User selects to save 5. System validates data and archives the document into File Net
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
	Alt 3 File Net is unavailable <ol style="list-style-type: none"> 1. System Should abort the operation and show an informative message to User
POST-CONDITION:	Leave requests data and documents are recorded in system
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.1.5 Use Case: Maintain Employee Deputation

USE CASE NAME:	Maintain Employee Deputation
USE CASE ID:	DAS_HR_05
PRIORITY:	High
SOURCE:	Requirement: Manage Employee Deputation
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	Record deputation data and documents for a newly deputed employee
PRE-CONDITION:	<ul style="list-style-type: none"> • User is authenticated • User selected an employee
TRIGGER:	the user selects "Maintain Deputation"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to record deputation data for an employee 2. User enters deputation data: <ul style="list-style-type: none"> - Deputation Date - Deputation Renewal Date - Original Employer (lookup) 3. User uploads deputation documents 4. User selects to save 5. System marks the employee as deputed 6. System archives the documents into File Net
ALTERNATE COURSES (Scenarios):	Alt 1: Deputation data is already recorded for the employee: <ol style="list-style-type: none"> 1. System shows the deputation details 2. System should give the ability to preview and print deputation documents
	Alt 2: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
	Alt 3: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 4: File Net is unavailable <ol style="list-style-type: none"> 1. System Should abort the operation and show an informative message to User
POST-CONDITION:	Deputation data and documents are recorded in system
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

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3.1.1.1.6 Use Case: Renew Employees Deputation

USE CASE NAME:	Renew Employees Deputation
USE CASE ID:	DAS_HR_06
PRIORITY:	High
SOURCE:	Requirement: Manage Employee Deputation
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	View employees whose deputation renewal dates are due, mark them as renewed, and update their new renewal dates
PRE-CONDITION:	<ul style="list-style-type: none"> • User is authenticated
TRIGGER:	the user selects "Renew Employees Deputation"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to renew employee deputations 2. User can restrict selection by setting a date range for the renewal due date 3. System shows a list of the deputed employees 4. User selects the required employees (multiple selection) 5. User enters the new renewal date for each employee(annual renewal – <i>default to the next year</i>) 6. User selects to save 7. System marks the selected employees as renewed and update their renewal dates
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Employees deputations are renewed
Related Use-Cases:	
BUSINESS RULES	<ul style="list-style-type: none"> - System shouldn't allow User to renew for an employee twice for the same year - System should validate that renewal is for the next year only
IMPLEMENTATION CONTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.1.7 Use Case: Maintain Overtime

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USE CASE NAME:	Maintain Overtime
USE CASE ID:	DAS_HR_07
PRIORITY:	High
SOURCE:	Requirement: Manage Employees Incentives and Overtime
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	Record overtime hours (ساعات الاجر الاضافي) of the employee each month
PRE-CONDITION:	<ul style="list-style-type: none"> • User is authenticated
TRIGGER:	the user selects "Maintain Overtime"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Maintain Overtime 2. System shows a list of all employees in NCJS 3. User selects the month(<i>default to current month</i>) 4. User enters Overtime hours for each employee (<i>default value 40 hour, which is the maximum value as well</i>) 5. User selects to save 6. System should validate that no values are recorded for the employees in the selected month 7. System records the value for each employee related to the selected month
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 2: Validation Error</p> <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Overtime hours are recorded for the employees
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.1.8 Use Case: Maintain Monthly Incentives

USE CASE NAME:	Maintain Monthly Incentives
USE CASE ID:	DAS_HR_08
PRIORITY:	High
SOURCE:	Requirement: Manage Employees Incentives and Overtime

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PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	Record incentive percentage of the employee each month
PRE-CONDITION:	<ul style="list-style-type: none"> • User is authenticated [login use case]
TRIGGER:	the user selects "Maintain Monthly Incentives"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Maintain monthly incentive 2. System shows a list of all employees in NCJS 3. User selects the month(<i>default to current month</i>) 4. User enters incentive percentage for each employee (<i>default value 100%</i>) 5. User selects to save 6. System should validate that no values are recorded for the employees in the selected month 7. System records the value for each employee related to the selected month
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Incentive percentage is recorded for the employees
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.1.9 Use Case: Record Evaluation Documents

USE CASE NAME:	Record Evaluation Documents
USE CASE ID:	DAS_HR_09
PRIORITY:	High
SOURCE:	Requirement: Manage Employee Evaluations
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Record (تقارير كفاية الاداء) documents

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PRE-CONDITION:	<ul style="list-style-type: none"> User is authenticated User selected an employee
TRIGGER:	the user selects "Record Evaluation Documents"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> User selects to Record Evaluation Documents System shows the archive form User scans the Evaluation documents User enters the evaluation data: <ul style="list-style-type: none"> Evaluation total grade Date User selects to save System validates entered data and save it to File Net
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> User selects to cancel the operation or quit the whole application System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> Entered data has some invalid values System show a warning message to User and allow user to edit fields Validation checks are performed each time User selects to save data to database
	Alt 3: File Net Server is unavailable: <ol style="list-style-type: none"> System Should abort the operation and show an informative message to User
POST-CONDITION:	The evaluation report document is archived in System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.1.10 Use Case: Record Rewards and Penalties Documents

USE CASE NAME:	Record Rewards and Penalties Documents
USE CASE ID:	DAS_HR_10
PRIORITY:	High
SOURCE:	Requirement: Manage Employee Rewards and Penalties
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> Department Employee Other NCJS Employees Management
DESCRIPTION:	<ul style="list-style-type: none"> Record (مكافئات وجزاءات الموظف) memos
PRE-CONDITION:	<ul style="list-style-type: none"> User is authenticated

Requirements Analysis

	<ul style="list-style-type: none"> User selected an employee
TRIGGER:	User selects "Record Rewards and Penalties Documents"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> User selects to Record Rewards and Penalties Documents System shows the archive form User scans the action documents User enters the action data: <ul style="list-style-type: none"> Type (Penalty/ Reward) Date User selects to save System validates entered data and save it to File Net System
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Quit</p> <ol style="list-style-type: none"> User selects to cancel the operation or quit the whole application System cancels uncompleted operations <p>Alt 2: Validation Error</p> <ol style="list-style-type: none"> Entered data has some invalid values System show a warning message to User and allow user to edit fields Validation checks are performed each time User selects to save data to database <p>Alt 3: File Net Server is unavailable:</p> <ol style="list-style-type: none"> System Should abort the operation and show an informative message to User
POST-CONDITION:	The action documents are archived in System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.11 Use Case: Record Maintenance Memos

USE CASE NAME:	Record Maintenance Memos
USE CASE ID:	DAS_HR_11
PRIORITY:	High
SOURCE:	Requirement: Archive Maintenance Memos
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> Department Employee Other NCJS Employees Management
DESCRIPTION:	<ul style="list-style-type: none"> Record (مذكرات الصيانة والاعمال الادارية) memos
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Record Maintenance Memos"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> User selects to Record Maintenance Memos System shows the archive form

Requirements Analysis

	<ol style="list-style-type: none"> 3. User scans the memo 4. User enters the memo data: <ul style="list-style-type: none"> - Purpose - Date 5. User selects to save 6. System validates entered data and save it to File Net System
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
	Alt 3: File Net Server is unavailable: <ol style="list-style-type: none"> 1. System Should abort the operation and show an informative message to User
POST-CONDITION:	The Memo is archived in System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.12 Use Case: Record After-Hours Work Memos

USE CASE NAME:	Record After-Hours Work Memos
USE CASE ID:	DAS_HR_12
PRIORITY:	High
SOURCE:	Requirement: Archive After-Hours Work
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Record (مذكرات المسهر) memos
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Record After-Hours Work Memos"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Record After-Hours Work Memos 2. System shows the archive form 3. User scans the memo 4. User enters the memo data: <ul style="list-style-type: none"> - Description - Date 5. User selects to save

Requirements Analysis

	6. System validates entered data and save it to File Net System
ALTERNATE COURSES (Scenarios):	Alt 1: Quit 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Validation Error 4. Entered data has some invalid values 5. System show a warning message to User and allow user to edit fields 6. Validation checks are performed each time User selects to save data to database
	Alt 3: File Net Server is unavailable: 1. System Should abort the operation and show an informative message to User
POST-CONDITION:	The memo is archived in System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.2 Public Relations Use Cases

3.1.1.2.1 Use Case: Maintain Hostels Data

USE CASE NAME:	Maintain Hostels Data
USE CASE ID:	DAS_PR_01
PRIORITY:	High
SOURCE:	Requirement: Public Relations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View all hostels, edit/delete its data, and add a new hostel.
PRE-CONDITION:	The user is authenticated [login use case]
TRIGGER:	the user selects "Manage hostels"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view hostels data 2. System shows a list of all hostels data: <ul style="list-style-type: none"> - Hostel Name - Governorate - City - Street Address - Number of Floors - Number of Rooms - Number of Reserved Rooms 3. User selects a hostel to view and edit its data 4. System shows the details form for the selected hostel

Requirements Analysis

	<ol style="list-style-type: none"> 5. User enters his edits and selects to save 6. System validates entered data and save it to database
ALTERNATE COURSES (Scenarios):	Alt 1: Add New Hostel <ol style="list-style-type: none"> 1. User selects to Add Hostel 2. System shows the Add Hostel form 3. User enters new hostel data: <ul style="list-style-type: none"> - Hostel Name - Governorate - City - Street Address - Number of Floors - Number of Rooms - Number of Reserved Rooms 4. System validate entered data and save to database
	Alt 2: Delete Hostel <ol style="list-style-type: none"> 1. User selects an hostel to delete 2. System checks that the hostel is not related to any data before deletion 3. System deletes the hostel from the system
	Alt 3: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 5: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	hostel data is updated or added to System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.2.2 Use Case: Maintain Hostels Residents

USE CASE NAME:	Maintain Hostels Residents
USE CASE ID:	DAS_PR_02
PRIORITY:	High
SOURCE:	Requirement: Public Relations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View hostel residents attendants, delete, and add new residents.
PRE-CONDITION:	<ul style="list-style-type: none"> • The user is authenticated • User selected a hostel
TRIGGER:	User selects "Manage Hostel Residents"
TYPICAL COURSE	

Requirements Analysis

OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view Hostel Residents 2. System shows a list of all Residents: <ul style="list-style-type: none"> - Resident Name
ALTERNATE COURSES (Scenarios):	Alt 1: Add New Residents <ol style="list-style-type: none"> 1. User selects to Add Residents 2. System shows a list of all students in all current courses in the center 3. User selects the Residents and selects to save 4. System saves the selected students to the Residents list of the hostel
	Alt 2: Delete Attendants <ol style="list-style-type: none"> 1. User selects Residents to delete 2. System deletes the Residents from the list
	Alt 3: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
POST-CONDITION:	Residents data is updated or added to the hostel
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.2.3 Use Case: Maintain Hotels Data

USE CASE NAME:	Maintain Hotels Data
USE CASE ID:	DAS_PR_03
PRIORITY:	High
SOURCE:	Requirement: Public Relations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View all hotels, edit/delete its data, and add a new hotel.
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Manage hotels"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view hotels data 2. System shows a list of all hotels data: <ul style="list-style-type: none"> - Hotel Name - Governorate - City - Street Address - Room Price - Price Validity Date Range 3. User selects a hotel to view and edit its data 4. System shows the details form for the selected hotel 5. User enters his edits and selects to save 6. System validates entered data and save it to database

Requirements Analysis

ALTERNATE COURSES (Scenarios):	Alt 1: Add New Hotel 1. User selects to Add Hotel 2. System shows the Add Hotel form 3. User enters new hotel data: - Hotel Name - Governorate - City - Street Address - Room Price - Price Validity Date Range 4. System validate entered data and save to database
	Alt 2: Delete Hotel 4. User selects an hotel to delete 5. System deletes the hotel from the system
	Alt 3: Quit 3. User selects to cancel the operation or quit the whole application 4. System cancels uncompleted operations
	Alt 5: Validation Error 4. Entered data has some invalid values 5. System show a warning message to User and allow user to edit fields 6. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	hotel data is updated or added to System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.2.4 Use Case: Maintain Opera Shows

USE CASE NAME:	Maintain Opera Shows Data
USE CASE ID:	DAS_PR_04
PRIORITY:	High
SOURCE:	Requirement: Public Relations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View all shows, edit/delete its data, and add a new show.
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Manage shows"
TYPICAL COURSE OF EVENTS (Normal Scenario):	1. User selects to view opera shows data 2. System shows a list of all shows data: - Show Name - Show Date/Time - Available Seats Count - Reserved Seats Count - Ticket Price

Requirements Analysis

	<ol style="list-style-type: none"> 3. User selects a show to view and edit its data 4. System shows the details form for the selected show 5. User enters his edits and selects to save 6. System validates entered data and save it to database
ALTERNATE COURSES (Scenarios):	Alt 1: Add New Show <ol style="list-style-type: none"> 1. User selects to Add Show 2. System shows the Add Show form 3. User enters new show data: <ul style="list-style-type: none"> - Show Name - Show Date/Time - Available Seats Count - Reserved Seats Count - Ticket Price 4. System validate entered data and save to database
	Alt 2: Delete Show <ol style="list-style-type: none"> 1. User selects an show to delete 2. System checks that the show is not related to any data before deletion 3. System deletes the show from the system
	Alt 3: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 5: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	show data is updated or added to System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.2.5 Use Case: Maintain Opera Shows Attendants

USE CASE NAME:	Maintain Opera Shows Attendants
USE CASE ID:	DAS_PR_05
PRIORITY:	High
SOURCE:	Requirement: Public Relations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View show attendants, delete, and add new attendants
PRE-CONDITION:	<ul style="list-style-type: none"> • The user is authenticated • User selected a show
TRIGGER:	User selects "Manage show attendants"
TYPICAL COURSE	

Requirements Analysis

OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view show attendants 2. System shows a list of all attendants: <ul style="list-style-type: none"> - Attendant Name
ALTERNATE COURSES (Scenarios):	Alt 1: Add New Attendants <ol style="list-style-type: none"> 1. User selects to Add Attendants 2. System shows a list of all students in all current courses in the center 3. User selects the attendants and selects to save 4. System saves the selected students to the attendants list of the Show
	Alt 2: Delete Attendants <ol style="list-style-type: none"> 3. User selects Attendants to delete 4. System deletes the Attendants from the list
	Alt 3: Quit <ol style="list-style-type: none"> 3. User selects to cancel the operation or quit the whole application 4. System cancels uncompleted operations
POST-CONDITION:	Attendants data is updated or added to the Show
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.2.6 Use Case: Maintain Opera Checks

USE CASE NAME:	Maintain Opera Checks
USE CASE ID:	DAS_PR_06
PRIORITY:	High
SOURCE:	Requirement: Public Relations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Record Opera Checks
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Manage checks"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Archive Opera Checks 2. System shows the archive form 3. User uploads the check 4. User enters the check data: <ul style="list-style-type: none"> - Date - Amount 5. User selects to save 6. System validates entered data and save it to File Net System

Requirements Analysis

ALTERNATE COURSES (Scenarios):	Alt 1: File Net Server is unavailable: System Should abort the operation and show an informative message to User
	Alt 2: Quit 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 3: Validation Error 1. Entered data has some invalid values 2. System check a warning message to User and allow user to edit fields Validation checks are performed each time User selects to save data to database
POST-CONDITION:	check data recorded into System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.2.7 Use Case: Maintain Tours Data

USE CASE NAME:	Maintain Tours Data
USE CASE ID:	DAS_PR_07
PRIORITY:	High
SOURCE:	Requirement: Public Relations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View all tours, edit/delete its data, and add a new tour.
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Manage tours"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view tours data 2. System shows a list of all tours data: <ul style="list-style-type: none"> - Tour Title - Tour Date - Driver Name - Supervisor Name 3. User selects a tour to view and edit its data 4. System shows the details form for the selected tour 5. User enters his edits and selects to save 6. System validates entered data and save it to database

Requirements Analysis

ALTERNATE COURSES (Scenarios):	Alt 1: Add New Tour 1. User selects to Add Tour 2. System shows the Add Tour form 3. User enters new tour data: - Tour Title - Tour Date - Driver Name - Supervisor Name 4. System validate entered data and save to database
	Alt 2: Delete Tour 1. User selects an tour to delete 2. System checks that the tour is not related to any date before deletion 3. System deletes the tour from the system
	Alt 3: Quit 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 5: Validation Error 1. Entered data has some invalid values 2. System shows a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	tour data is updated or added to System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.2.8 Use Case: Maintain Tour Schedule

USE CASE NAME:	Maintain Tour Schedule
USE CASE ID:	DAS_PR_08
PRIORITY:	High
SOURCE:	Requirement: Public Relations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View tour schedule, edit/delete its data, and add a new scene.
PRE-CONDITION:	<ul style="list-style-type: none"> • The user is authenticated • User selected a tour
TRIGGER:	the user selects "Manage tour schedule"
TYPICAL COURSE OF EVENTS (Normal Scenario):	1. User selects to view tours schedule data 2. System shows a list of all tour scenes: - Scene Name - Time 3. User selects a scene to view and edit its data

Requirements Analysis

	<ol style="list-style-type: none"> 4. System shows the details form for the selected scene 5. User enters his edits and selects to save 6. System validates entered data and save it to database
ALTERNATE COURSES (Scenarios):	Alt 1: Add New Scene <ol style="list-style-type: none"> 1. User selects to Add Scene 2. System shows the Add scene form 3. User enters new scene data: <ul style="list-style-type: none"> - Scene Name - Time 4. System validate entered data and save to database
	Alt 2: Delete Scene <ol style="list-style-type: none"> 1. User selects an scene to delete 2. System deletes the scene from the system
	Alt 3: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 5: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System shows a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Tour schedule is updated
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.2.9 Use Case: Maintain Tour Participants

USE CASE NAME:	Maintain Tour Participants
USE CASE ID:	DAS_PR_09
PRIORITY:	High
SOURCE:	Requirement: Public Relations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View tour participants, delete its data, and add a new participant.
PRE-CONDITION:	<ul style="list-style-type: none"> • The user is authenticated • User selected a tour
TRIGGER:	the user selects "Manage tour participants"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view tour participants data 2. System shows a list of all participants: <ul style="list-style-type: none"> - Participant Name

Requirements Analysis

ALTERNATE COURSES (Scenarios):	Alt 1: Add New Participants <ol style="list-style-type: none"> 1. User selects to Add Participants 2. System shows a list of all students in all current courses in the center 3. User selects the participants and selects to save 4. System saves the selected students to the participants list of the Tour
	Alt 2: Delete Participants <ol style="list-style-type: none"> 1. User selects Participants to delete 2. System deletes the Participants from the list
	Alt 3: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
POST-CONDITION:	Participants data is updated or added to the Tour
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.2.10 Use Case: Maintain Events

USE CASE NAME:	Maintain Events
USE CASE ID:	DAS_PR_10
PRIORITY:	High
SOURCE:	Requirement: Public Relations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests:	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View all events (conferences, seminars, etc...), edit/delete its data, and add a new tour.
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Manage events"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view events data 2. System shows a list of all events data: <ul style="list-style-type: none"> - Event Title - Event Type - Event Start Date - Event End Date - Description 3. User selects a event to view and edit its data 4. System shows the details form for the selected event 5. User enters his edits and selects to save 6. System validates entered data and save it to database

Requirements Analysis

ALTERNATE COURSES (Scenarios):	Alt 1: Add New Event 1. User selects to Add Event 2. System shows the Add Event form 3. User enters new event data: <ul style="list-style-type: none"> - Event Title - Event Type - Event Start Date - Event End Date - Description 4. System validate entered data and save to database
	Alt 2: Delete Event 1. User selects an event to delete 2. System deletes the event from the system
	Alt 3: Quit 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations and clean up resources
	Alt 5: Validation Error 1. Entered data has some invalid values 2. System shows a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	event data is updated or added to System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

Requirements Analysis

3.1.1.3 Accounting Use Cases**3.1.1.3.1 Use Case: Archive Loans**

USE CASE NAME:	Archive Loans
USE CASE ID:	DAS_ACC_01
PRIORITY:	High
SOURCE:	Requirement: Manage Loans
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Record the loans documents
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Archive loans"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Archive loans 2. System shows the archive form 3. User scans the loan documents and bills, etc... 4. User selects loan type(two types of loans) 5. User enters the loan data: <ul style="list-style-type: none"> - Car Loans(سلفة سيارة) <ul style="list-style-type: none"> o Car Plate Number o Driver Name o Purpose(تصليح/شراء قطع غيار) o Amount o Date - Other Loans(سلفة احتياجات اخرى) <ul style="list-style-type: none"> o Employee Name o Employee's Department o Purpose o Amount o Date 6. User selects to save 7. System validates entered data and save it to File Net System
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 2: Validation Error</p> <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database <p>Alt 3: File Net Server is unavailable:</p> <ol style="list-style-type: none"> 1. System aborts the operation and shows an informative message to User
POST-CONDITION:	The loan data is saved in System
Related Use-Cases:	
BUSINESS RULES	

Requirements Analysis

IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.3.2 Use Case: Archive Expenditure Terms

USE CASE NAME:	Archive Expenditure Terms
USE CASE ID:	DAS_ACC_02
PRIORITY:	High
SOURCE:	Requirement: Manage Expenditure Terms
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Record the Expenditure Terms documents
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Archive Expenditure Terms"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Archive Expenditure Terms 2. System shows the archive form 3. User scans the Expenditure Term documents (bill, check, etc...) 4. User enters the term data: <ul style="list-style-type: none"> - Term Type(lookup) - Date - Amount - Beneficiary - Notes 5. User selects to save 6. System validates entered data and save it to File Net System
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
	Alt 3: File Net Server is unavailable: <ol style="list-style-type: none"> 1. System aborts the operation and shows an informative message to User
POST-CONDITION:	The expenditure term documents are archived in System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	

Requirements Analysis

ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.3.3 Use Case: Search Archived Documents

USE CASE NAME:	Search Archived Documents
USE CASE ID:	DAS_ACC_03
PRIORITY:	High
SOURCE:	Requirement: Manage Loans, Other Expenditure Terms
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Search Documents
PRE-CONDITION:	The user is authenticated [login use case]
TRIGGER:	the user selects "Search Documents"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Search Documents 2. System shows the search form 3. User enters the search criteria: <ul style="list-style-type: none"> - Car Loans(سلفة سيارة) <ul style="list-style-type: none"> o Car Plate Number o Driver Name o Purpose(تصليح/شراء قطع غيار) o Amount o Date - Other Loans(سلفة احتياجات أخرى) <ul style="list-style-type: none"> o Employee Name o Employee's Department o Purpose o Amount o Date - Expenditure Terms: <ul style="list-style-type: none"> o Term Type(lookup) o Date o Amount o Beneficiary 4. System shows the result 5. User selects a message to view its details 6. System shows the message details and give the user the ability to preview and print the message document and its attachments
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 2: Search returned no results</p> <ol style="list-style-type: none"> 1. System shows an informative message and ask User to try again
POST-CONDITION:	
Related Use-Cases:	
BUSINESS RULES	

Requirements Analysis

IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.4 Inventory Use Cases

3.1.1.4.1 Use Case: Maintain Items

USE CASE NAME:	Maintain Items
USE CASE ID:	DAS_INV_01
PRIORITY:	High
SOURCE:	Requirement: Items Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View all items, edit/delete its data, and add a new item.
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Manage Inventory Items"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view items data 2. System shows a list of all items data: <ul style="list-style-type: none"> - Serial No - Item Name - Unit - Current Quantity 3. User selects a item to view and edit its data 4. System shows the details form for the selected item 5. User enters his edits and selects to save 6. System validates entered data and save it to database
ALTERNATE COURSES (Scenarios):	Alt 1: Add New Item <ol style="list-style-type: none"> 1. User selects to Add Item 2. System shows the Add Item form 3. User enters new item data: <ul style="list-style-type: none"> - Item Name - Unit - Current Quantity 4. System validate entered data and save to database
	Alt 2: Delete Item <ol style="list-style-type: none"> 1. User selects an item to delete 2. System deletes the item from the system
	Alt 3: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 4: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database

Requirements Analysis

POST-CONDITION:	Item data is updated or added to System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.4.2 Use Case: Archive Memos

USE CASE NAME:	Archive Memos
USE CASE ID:	DAS_INV_02
PRIORITY:	High
SOURCE:	Requirement: Archive Item Supply Memos and receipts
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Record the departments needs memos
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Archive memos"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Archive memos 2. System shows the archive form 3. User scans the memo 4. User enters the memo data: <ul style="list-style-type: none"> - Memo Title - Date 5. User selects to save 6. System validates entered data and save it to File Net System
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
	Alt 3: File Net Server is unavailable: <ol style="list-style-type: none"> 1. System aborts the operation and shows an informative message to User
POST-CONDITION:	The Memo is archived in System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION	

Requirements Analysis

CONTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.4.3 Use Case: Archive Receipts

USE CASE NAME:	Archive Receipts
USE CASE ID:	DAS_INV_03
PRIORITY:	High
SOURCE:	Requirement: Archive Item Supply Memos and receipts
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Other NCJS Employees • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Record receipts and the departments needs memos
PRE-CONDITION:	The user is authenticated [login use case]
TRIGGER:	the user selects "Archive Receipts"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Archive Receipts 2. System shows the archive form 3. User scans the receipt 4. User enters the receipt data: <ul style="list-style-type: none"> - Recipient Name - Recipient Department - Date 5. User selects to save 6. System validates entered data and save it to File Net System
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
	Alt 3: File Net Server is unavailable: <ol style="list-style-type: none"> 1. System aborts the operation and shows an informative message to User
POST-CONDITION:	The Receipt is archived in System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.4.4 Use Case: Search Archived Documents

USE CASE NAME:	Search Archived Documents
USE CASE ID:	DAS_INV_04
PRIORITY:	High
SOURCE:	Requirement: Archive Item Supply Memos and receipts
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Search Documents
PRE-CONDITION:	The user is authenticated [login use case]
TRIGGER:	the user selects "Search Documents"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Search Documents 2. System shows the search form 3. User enters the search criteria: <ul style="list-style-type: none"> - Documents Type (Receipt/Memo/All) - Date - Memo Title - Recipient Name - Recipient Department 4. System shows the result 5. User selects a message to view its details 6. System shows the message details and give the user the ability to preview and print the message document and its attachments
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Search returned no results <ol style="list-style-type: none"> 1. System shows an informative message and ask User to try again
POST-CONDITION:	
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.5 Correspondence Use Cases**3.1.1.5.1 Use Case: Record Outgoing Messages**

USE CASE NAME:	Record Outgoing Messages
USE CASE ID:	DAS_COR_01
PRIORITY:	High
SOURCE:	Requirement: Correspondence Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Record a new outgoing message • Archive it and its attachments
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Record Outgoing Messages"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Record Outgoing Messages 2. System shows the new message form 3. User scans the message and its attachments 4. User enters the message data: <ul style="list-style-type: none"> - Message Type(lookup) - Outgoing Date - Destination(الجهة الصادرة لها) - Number of Attachments - Message Content(المضمون) - Sender Name(اسم الادارة الصادر منها) - Notes 5. User selects to save 6. System validates entered data and save it to File Net System
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 2: Validation Error</p> <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database <p>Alt 3: File Net Server is unavailable:</p> <ol style="list-style-type: none"> 1. System aborts the operation and shows an informative message to User
POST-CONDITION:	The message and its attachments are archived in System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.5.2 Use Case: Record Incoming Messages

USE CASE NAME:	Record Incoming Messages
USE CASE ID:	DAS_COR_02
PRIORITY:	High
SOURCE:	Requirement: Correspondence Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Record a new incoming message • Archive it and its attachments
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Record Incoming Messages"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Record Incoming Messages 2. System shows the new message form 3. User scans the message and its attachments 4. User enters the message data: <ul style="list-style-type: none"> - Message Type(lookup) - Incoming Date - Origin(الجهة الصادرة منها) - Number of Attachments - Message Content(المضمون) - Recipient Name - Notes 5. User selects to save 6. System validates entered data and save it to File Net System
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 2: Validation Error</p> <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database <p>Alt 3: File Net Server is unavailable:</p> <ol style="list-style-type: none"> 1. System aborts the operation and shows an informative message to User
POST-CONDITION:	The message and its attachments are archived in System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.5.3 Use Case: Search Archived Messages

USE CASE NAME:	Search Archived Messages
USE CASE ID:	DAS_COR_03
PRIORITY:	High
SOURCE:	Requirement: Correspondence Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests:	<ul style="list-style-type: none"> • Department Employee • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Search Messages
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Search Messages"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Search Messages 2. System shows the search form 3. User enters the search criteria: <ul style="list-style-type: none"> - Message Direction (Incoming/Outgoing/All) - Message Serial No - Message Type - Incoming Date - Outgoing Date - Origin - Destination - Number of Attachments - Message Content - Recipient Name - Sender Name - Notes 4. System shows the result 5. User selects a message to view its details 6. System shows the message details and give the user the ability to preview and print the message document and its attachments
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 2: Search returned no results</p> <ol style="list-style-type: none"> 1. System show an informative message and ask User to try again <p>Alt 3: File Net Server is unavailable:</p> <ol style="list-style-type: none"> 1. System aborts the operation and shows an informative message to User
POST-CONDITION:	
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.6 Training Material And Printing Use Cases

3.1.1.6.1 Use Case: Maintain Materials

USE CASE NAME:	Maintain Materials
USE CASE ID:	DAS_MAT_01
PRIORITY:	High
SOURCE:	Requirement: Manage Training Material
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Training Material Department Employee • Printing Department Employee • Trainer • Student • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View all materials, edit/delete its data, and add a new item. • User can save the material document (archiving)
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Manage Training Materials"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view materials data 2. System shows a list of all materials data: <ul style="list-style-type: none"> - Author Name - Material Name - Date Written 3. User selects a item to view and edit its data 4. System shows the details form for the selected item 5. User enters his edits and selects to save 6. System validates entered data and save it to database
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Add New Item</p> <ol style="list-style-type: none"> 1. User selects to Add New Material 2. System shows the Add Material form 3. User enters new Material data: <ul style="list-style-type: none"> - Author Name - Material Name - Date Written - Description 4. System validate entered data and save to database 5. User archives material content <p>Alt 2: Delete Item</p> <ol style="list-style-type: none"> 1. User selects a material to delete 2. System checks that the item is not related to any data before deletion 3. System deletes the material from the system <p>Alt 3: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 5: Validation Error</p> <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Material data is updated or added to System

Requirements Analysis

Related Use-Cases:	
BUSINESS RULES:	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS:	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.6.2 Use Case: Search Materials

USE CASE NAME:	Search Materials
USE CASE ID:	DAS_MAT_02
PRIORITY:	High
SOURCE:	Requirement: Manage Training Materials
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Training Material Department Employee • Printing Department Employee • Trainer • Student • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Search for Training Material
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "search Training Material"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to search Training Materials 2. System shows the search Training Materials form 3. User enters the search criteria: <ul style="list-style-type: none"> - Author Name - Material Name - Date Written - Description 4. System shows the result list 5. User selects an item to view its details 6. System shows the details of the item (non editable form)
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Print Material Document</p> <ol style="list-style-type: none"> 1. User selects to a material and selects to issue a print request to Printing department 2. User enters number of copies required 3. System saves the sent request to Print Queue of the Printing department <p>Alt 2: Print Material on local printer</p> <ol style="list-style-type: none"> 1. User selects to print the material on his machine 2. System shows the ordinary print dialog and execute the command <p>Alt 3: Search returns no result</p> <p>System should show an informative message and ask User to try again</p> <p>Alt 4: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 5: Validation Error</p> <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database

Requirements Analysis

POST-CONDITION:	
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.6.3 Use Case: Serve Print Requests

USE CASE NAME:	Serve Print Requests
USE CASE ID:	DAS_MAT_03
PRIORITY:	High
SOURCE:	Requirement: Serve Print Requests
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Printing Department Employee • Training Material Department Employee • Trainer • Student • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View and execute the requested print commands
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Serve Print Requests"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to Serve Print Requests 2. System shows a list of all not executed print requests: <ul style="list-style-type: none"> - Material Name - Number of Copies - Request Sender - Date Sent - Notes 3. User selects a request to execute 4. System opens the material content in a preview page 5. User selects to print 6. System shows the ordinary print dialog 7. after completing Printing, User marks the request as executed 8. System saves the new status for the request and return to the Requests list page
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Print Material on local printer</p> <ol style="list-style-type: none"> 1. User selects to print the material on his machine <p>System shows the ordinary print dialog and execute the command</p> <hr/> <p>Alt 2: Search returns no result</p> <p>System should show an informative message and ask User to try again</p> <hr/> <p>Alt 3: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <hr/> <p>Alt 4: Validation Error</p>

Requirements Analysis

	<ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.7 Museum Use Cases

3.1.1.7.1 Use Case: Maintain Items Data

USE CASE NAME:	Maintain Items Data
USE CASE ID:	DAS_MUS_01
PRIORITY:	High
SOURCE:	Requirement: Items Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Museum Visitor • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View all items, edit/delete its data, and add a new item. • User can save Item image
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Manage Museum Items"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view items data 2. System shows a list of all items data: <ul style="list-style-type: none"> - Serial No - Item Name - Item Type - Date Entered - Source 3. User selects a item to view and edit its data 4. System shows the details form for the selected item 5. User enters his edits and selects to save 6. System validates entered data and save it to database
ALTERNATE COURSES (Scenarios):	<p>Alt 1: Add New Item</p> <ol style="list-style-type: none"> 1. User selects to Add Item 2. System shows the Add Item form 3. User enters new item data: <ul style="list-style-type: none"> - Serial No - Item Name - Item Type - Date Entered - Source - Description 4. User uploads an image for the item

Requirements Analysis

	5. System validate entered data and save to database
	Alt 2: Delete Item 1. User selects an item to delete 2. System checks that the item is not related to any data before deletion 3. System deletes the item from the system
	Alt 3: Quit 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 4: Validation Error 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Item data is updated or added to System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS:	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.7.2 Use Case: Search Items

USE CASE NAME:	Search Items
USE CASE ID:	DAS_MUS_02
PRIORITY:	High
SOURCE:	Requirement: Items Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Museum Visitor • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Search for Items
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "search Items"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to search items 2. System shows the search items form 3. User enters the search criteria: <ul style="list-style-type: none"> - Serial No - Item Name - Item Type - Date Entered - Source

Requirements Analysis

	<ul style="list-style-type: none"> - Description 4. System shows the result list 5. User selects an item to view its details 6. System shows the details of the item (non editable form)
ALTERNATE COURSES (Scenarios):	Alt 1: Search returns no result <ol style="list-style-type: none"> 1. System should show an informative message and ask User to try again
	Alt 2: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 3: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.8 Cars and Transportation Use Cases

3.1.1.8.1 Use Case: Maintain Car Data

USE CASE NAME:	Maintain Cars Data
USE CASE ID:	DAS_CARS_01
PRIORITY:	High
SOURCE:	Requirement: Transportation Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Driver • Management
DESCRIPTION:	<ul style="list-style-type: none"> • View all cars, edit/delete its data, and add a new car.
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Manage Cars Data"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to view cars data 2. System shows a list of all cars data: <ul style="list-style-type: none"> - Plate No(رقم اللوحة) - Plate Type(نوع اللوحة) - Model - License Expiry Date

Requirements Analysis

	<ul style="list-style-type: none"> - Capacity(عدد الركاب) - Fuel Consumption Rate(معدل استهلاك الوقود) <ol style="list-style-type: none"> 3. User selects a car to view and edit its data 4. System shows the details form for the selected car 5. User enters his edits and selects to save 6. System validates entered data and save it to database
ALTERNATE COURSES (Scenarios):	Alt 1: Add New Car <ol style="list-style-type: none"> 1. User selects Add Car 2. System shows the Add Car form 3. User enters new car data 4. System validate entered data and save to database
	Alt 2: Delete Car <ol style="list-style-type: none"> 1. User selects a car to delete 2. System checks that the car is not related to any data before deletion 3. System deletes the car from the system
	Alt 3: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 4: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Car data is updated or added to System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.8.2 Use Case: Maintain Car License Renewal Data

USE CASE NAME:	Maintain Car License Renewal Data
USE CASE ID:	DAS_CARS_02
PRIORITY:	High
SOURCE:	Requirement: Transportation Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Driver • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Record renewal date and amount of money paid for renewal • Update next renewal date for the car license

Requirements Analysis

PRE-CONDITION:	<ul style="list-style-type: none"> The user is authenticated [login use case] User has selected a car
TRIGGER:	the user selects "Renew Car License"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> User selects to Renew Car License System shows the last renewal data for the car: <ul style="list-style-type: none"> License Renewal Date(تاريخ تجديد الرخصة) Renewal Fees Action date(when the renewal was performed) System shows empty inputs for the new renewal date and fees User enters data: <ul style="list-style-type: none"> License Renewal Date(تاريخ تجديد الرخصة القادم) Renewal Fees Action date(when the renewal was performed) System validates and saves data
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> User selects to cancel the operation or quit the whole application System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> Entered data has some invalid values System show a warning message to User and allow user to edit fields Validation checks are performed each time User selects to save data to database
POST-CONDITION:	License renewal data is recorded
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.8.3 Use Case: Maintain Work Orders Data

USE CASE NAME:	Maintain Work Orders Data
USE CASE ID:	DAS_CARS_04
PRIORITY:	High
SOURCE:	Requirement: Transportation Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> Department Employee Driver Management
DESCRIPTION:	<ul style="list-style-type: none"> View/Search existing work orders Add a new work order for a car.
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "Manage Work Orders"
TYPICAL COURSE	

Requirements Analysis

<p>OF EVENTS (Normal Scenario):</p>	<ol style="list-style-type: none"> 1. User selects to maintain work orders 2. System shows a list of all work orders data: 3. User selects a work order to view its details 4. System shows the details form for the work order with the following fields: <ul style="list-style-type: none"> - Order Date - Car No - Driver Name - From Destination - To Destination - Route(المسار) - Meter Reading before(قراءة عداد الكيلومتر قبل المهمة) - Meter Reading after(قراءة عداد الكيلومتر بعد المهمة) 5. User view and edit data, and select to save 6. System validates data and save it to database
<p>ALTERNATE COURSES (Scenarios):</p>	<p>Alt 1: Add New Work Order</p> <ol style="list-style-type: none"> 1. User selects to define a new work order 2. System shows the Add Work Order form 3. User enters data and selects to save 4. System validates entered data and save it to database <p>Alt 2: Delete Work Order</p> <ol style="list-style-type: none"> 1. User selects a work order to delete 2. System checks that the work order is not related to any data before deletion 3. System deletes the work order from the system <p>Alt 3: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations <p>Alt 5: Validation Error</p> <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
<p>POST-CONDITION:</p>	<p>Work order data is updated or added to System</p>
<p>Related Use-Cases:</p>	
<p>BUSINESS RULES</p>	
<p>IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS</p>	
<p>ASSUMPTIONS:</p>	<p>Drivers are NCJS employees, and they are identified in the system by the Job Title attribute</p>
<p>OPEN ISSUES:</p>	

3.1.1.8.4 Use Case: Maintain Fuel Coupons

<p>USE CASE NAME:</p>	<p>Maintain Fuel Coupons</p>
<p>USE CASE ID:</p>	<p>DAS_CARS_05</p>
<p>PRIORITY:</p>	<p>High</p>

Requirements Analysis

SOURCE:	Requirement: Transportation Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Driver • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Attach fuel coupons to a work order
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "add a new fuel coupon"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to add a new fuel coupon 2. User searches for a work order to attach the coupon to, search by: <ul style="list-style-type: none"> - Car No - Driver Name - Work Order Date 3. User selects the work order 4. System shows the Add fuel coupon form 5. User enters coupon data: <ul style="list-style-type: none"> - Work Order (selected from previous search result) - Car No (selected from previous search result) - Driver Name (selected from previous search result) - Work Order Date (selected from previous search result) - Fuel Type - Fuel amount (in Liters) 6. User selects to save data 7. System validates data and save to database
ALTERNATE COURSES (Scenarios):	Alt 1: Repeat Operation <ol style="list-style-type: none"> 1. User may select to attach another coupon to the same work order or chooses another work order
	Alt 2: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 3: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	One or more Coupons are created and <u>attached</u> to one or more work orders
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.8.5 Use Case: Search Fuel Coupons

Requirements Analysis

USE CASE NAME:	Search Fuel Coupons
USE CASE ID:	DAS_CARS_06
PRIORITY:	High
SOURCE:	Requirement: Transportation Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests:	<ul style="list-style-type: none"> • Department Employee • Driver • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Search for fuel coupons
PRE-CONDITION:	The user is authenticated [login use case]
TRIGGER:	the user selects "search fuel coupon"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to search fuel coupons 2. System shows the search coupons form 3. User enters the search criteria: <ul style="list-style-type: none"> - Car No - Driver Name - Work Order Date 4. System shows the result coupons data: <ul style="list-style-type: none"> - Work Order No - Car No - Driver Name - Work Order Date - Fuel Type - Fuel amount (in Liters)
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
POST-CONDITION:	
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.8.6 Use Case: Record Car Repair Operations

USE CASE NAME:	Record Car Repair Operations
USE CASE ID:	DAS_CARS_07
PRIORITY:	High
SOURCE:	Requirement: Car Maintenance Operations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests:	<ul style="list-style-type: none"> • Department Employee • Driver • Management
DESCRIPTION:	Record Car Repair Operations
PRE-CONDITION:	The user is authenticated

Requirements Analysis

TRIGGER:	the user selects "Record Car Repair Operations"
TYPICAL COURSE OF EVENTS (Normal Scenario):	<ol style="list-style-type: none"> 1. User selects to add a new Car Repair Operation 2. System shows the add form 3. User uploads the operation documents (bills, checks, memos...) 4. User enters the required data: <ul style="list-style-type: none"> - Car No (select from list) - Driver Name (select from list) - Operation Date - Repair Type (Lookup) - Cost – Taxes included - Cost without Taxes - Kilometer Counter Reading <i>before</i> repair - Kilometer Counter Reading <i>after</i> repair 5. User selects to save data 6. System validates and saves data to database
ALTERNATE COURSES (Scenarios):	Alt 1: Quit <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
	Alt 2: Validation Error <ol style="list-style-type: none"> 1. Entered data has some invalid values 2. System show a warning message to User and allow user to edit fields 3. Validation checks are performed each time User selects to save data to database
POST-CONDITION:	Repair operation is recorded and archived in System
Related Use-Cases:	
BUSINESS RULES	
IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS	
ASSUMPTIONS:	
OPEN ISSUES:	

3.1.1.8.7 Use Case: Search Repair Operations

USE CASE NAME:	Search Repair Operations
USE CASE ID:	DAS_CARS_08
PRIORITY:	High
SOURCE:	Requirement: Car Maintenance Operations Management
PRIMARY ACTOR:	Department Employee
Stakeholders and Interests	<ul style="list-style-type: none"> • Department Employee • Driver • Management
DESCRIPTION:	<ul style="list-style-type: none"> • Search for Repair Operations
PRE-CONDITION:	The user is authenticated
TRIGGER:	the user selects "search Repair Operations"
TYPICAL COURSE	

Requirements Analysis

<p>OF EVENTS (Normal Scenario):</p>	<ol style="list-style-type: none"> 1. User selects to search Repair Operations 2. System shows the search Repair Operations form 3. User enters the search criteria: <ul style="list-style-type: none"> - Car No - Driver Name - Operation Date Range (from - to) - Repair Type - Cost – Taxes included, Range (from - to) - Cost without Taxes Range (from - to) 4. System shows the result data: <ul style="list-style-type: none"> - Car No - Driver Name - Operation Date - Repair Type - Cost – Taxes included - Cost without Taxes 5. User selects an operation to view its details 6. System shows the operation details and a list of the attached bills 7. User selects to preview and/or print an bill 8. System shows the selected bill in a preview window and prints it
<p>ALTERNATE COURSES (Scenarios):</p>	<p>Alt 1: search returns no result</p> <ol style="list-style-type: none"> 1. system shows an informative message and invite User to try again <hr/> <p>Alt 2: Quit</p> <ol style="list-style-type: none"> 1. User selects to cancel the operation or quit the whole application 2. System cancels uncompleted operations
<p>POST-CONDITION:</p>	
<p>Related Use-Cases:</p>	
<p>BUSINESS RULES</p>	
<p>IMPLEMENTATION CONSTRAINTS AND SPECIFICATIONS</p>	
<p>ASSUMPTIONS:</p>	
<p>OPEN ISSUES:</p>	

Requirements Analysis

4 Data Dictionary

Attributes details for entities recorded in the system

General Guidelines:

- User interface will be in Arabic
- Inputs should accept both Arabic and English inputs
- All search parameters are optional

4.1.1 Employee

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Name	الاسم	Text	M	
Address	العنوان	Text	M	
Birth Date	تاريخ الميلاد	Date	M	
Education	المؤهل الدراسي	Text	M	Lookup
Graduation Year	سنة التخرج	Number	M	
Marital Status	الحالة الاجتماعية	Text		Lookup
Date of Starting Work	تاريخ مباشرة العمل	Date	M	
Social Security Number	الرقم التأميني	Number	M	Unique
Telephone Number	التليفون	Text	M	
Mobile	المحمول	Text		
ID Card Number	رقم البطاقة	Text	M	
ID Card Date	تاريخ صدورها	Date	M	
ID Card Origin	جهة صدورها	Text	M	
National Number	الرقم القومي	Text		
Department	الإدارة التابع لها	Text	M	Lookup
Job Title	المسمى الوظيفي	Text	M	Lookup
Salary	المرتب	Number	M	
Religion	الديانة	Text		Lookup
Gender	النوع	Text		Lookup
Spouse Name	اسم الزوج	Text		
Number of Dependants	عدد الاولاد	Number		
Notes	ملاحظات	Text		

4.1.2 Employee Vacation

Name	Arabic Name	Data Type	Mandatory	Notes
Vacation Type	نوع الاجازة	Text	M	Lookup
Start Date	من	Date	M	
End Date	الى	Date	M	
Vacation Duration	المدة	Number	M	

4.1.3 Leave Request

Name	Arabic Name	Data Type	Mandatory	Notes
Request Date	التاريخ	Date	M	
Purpose	الغرض	Text	M	
Duration	المدة	Number	M	

4.1.4 Employee Deputation

Name	Arabic Name	Data Type	Mandatory	Notes
Original Employer	جهة العمل الاصلية	Text	M	Lookup

Requirements Analysis

Deputation Date	تاريخ الانتداب	Date	M	
Renewal Date	تاريخ التجديد	Date	M	

4.1.5 Hostel

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Hostel Name	الاسم	Text	M	
Governorate	المحافظة	Text	M	Lookup
City	المدينة	Text		Lookup, depends on the governorate
Address	العنوان	Text	M	
Number of Floors	عدد الطوابق	Number	M	
Number of Rooms	عدد الغرف	Number	M	
Number of Reserved Rooms	عدد الغرف المشغولة	Number		

4.1.6 Hotel

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Hotel Name	الاسم	Text	M	
Governorate	المحافظة	Text	M	Lookup
City	المدينة	Text		Lookup
Address	العنوان	Text	M	
Room Price	سعر الغرفة	Number	M	
Price Validity Date Range	مدة سريان السعر	Date		

4.1.7 Opera Show

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Show Name	الاسم	Text	M	
Show Date	المحافظة	Date	M	
Total Number of Available Seats	عدد المقاعد المتاحة	Number	M	
Number of reserved Seats	عدد المقاعد المشغولة	Number	M	
Ticket Price	السعر	Number	M	

4.1.8 Tour

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Tour Title	الاسم	Text	M	
Tour Date	التاريخ	Date	M	
Driver Name	اسم السائق	Text	M	From Employees
Supervisor Name	اسم المشرف	Text	M	From Employees

4.1.9 Event

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Event Title	الاسم	Text	M	
Event Type	النوع	Text	M	Lookup
Event Start Date	من	Date	M	
Event End Date	الى	Date	M	
Description	وصف	Text		

Requirements Analysis

4.1.10 Expenditure Term

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Term Name	اسم البند	Text	M	
Term Type	نوع البند	Text	M	Lookup
Date	التاريخ	Date	M	
Amount	القيمة	Number	M	
Beneficiary	المستفيد	Text	M	
Notes	ملاحظات	Text		

4.1.11 Inventory Item

Name	Arabic Name	Data Type	Mandatory	Notes
Serial No	مسلسل	Number	M	Primary Key
Item Name	الاسم	Text	M	
Unit	وحدة القياس	Text	M	Lookup
Current Quantity	الكمية	Number	M	

4.1.12 Correspondence Message (Outgoing)

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Message Type	النوع	Text	M	Lookup
Outgoing Date	تاريخ الصدور	Date	M	
Destination	الجهة الصادرة لها	Text	M	Lookup
Number of Attachments	عدد المرفقات	Number	M	
Message Content	مضمون الخطاب	Text	M	
Sender Name	الجهة المرسلة	Text	M	Lookup, departments
Notes	ملاحظات	Text		

4.1.13 Correspondence Message (Incoming)

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Message Type	النوع	Text	M	Lookup
Incoming Date	تاريخ الورد	Date	M	
Origin	الجهة الصادرة منها	Text	M	Lookup
Number of Attachments	عدد المرفقات	Number	M	
Message Content	مضمون الخطاب	Text	M	
Recipient Name	الجهة المستلمة	Text	M	Lookup, departments
Notes	ملاحظات	Text		

4.1.14 Training Material

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Author Name	المؤلف	Text	M	Lookup
Material Title	عنوان المادة	Text	M	
Date Written	تاريخ كتابتها	Date	M	
Description	وصف	Text		

4.1.15 Museum Item (Piece)

Name	Arabic Name	Data Type	Mandatory	Notes
Serial No	مسلسل	Number	M	Primary Key

Requirements Analysis

Name	الاسم	Text	M	
Type	النوع	Text	M	Lookup
Origin	المصدر	Text	M	Lookup
Date Entered	تاريخ الورد	Date	M	
Image	صورة القطعة	Binary		

4.1.16 Car

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Plate No	رقم اللوحة	Number	M	
Plate Type	نوع اللوحة	Text	M	Lookup
Model	الموديل	Text	M	Lookup
License Expiry Date	تاريخ انتهاء الرخصة	Date	M	
Capacity	عدد الركاب	Number	M	
Fuel Consumption Rate	معدل استهلاك الوقود	Text		

4.1.17 Car License Renewal Data

Name	Arabic Name	Data Type	Mandatory	Notes
License Renewal Date	تاريخ التجديد	Date	M	
Renewal Fees	مصاريف التجديد	Number	M	
Action Date	تاريخ العملية	Date	M	

4.1.18 Work Order

Name	Arabic Name	Data Type	Mandatory	Notes
ID		Number	M	Primary Key
Order Date	التاريخ	Date	M	
Car Plate No	رقم السيارة	Number	M	
Driver Name	اسم السائق	Text	M	
From Destination	من	Text	M	Lookup
To Destination	الى	Text	M	Lookup
Route	المسار	Text		
Meter Reading before	قراءة عداد الكيلومتر قبل المهمة	Number		
Meter Reading after	قراءة عداد الكيلومتر بعد المهمة	Number		

5 Report Analysis

General Guidelines:

- Reports Layout will be in Arabic language (right aligned)
- Parameters and outputs should accept and display bilingual data (Arabic - English)
- All reports search parameters appears in the report results form
- Date of report generation is available on the reports results form
- All reports are printable to fit within one or more A4 size page(s)

5.1 Inventory Reports:

5.1.1 RPT_INV_001: Disbursed items per department

Report Reference: RPT_INV_001

Report Name: Disbursed items per department

Report Purpose: List items disbursed for a certain department in a period

Search Parameters:

Department
From – To Date

Outputs:

Item Serial No
Item Name
Quantity
Date

Aggregations:

Total count of items per department

Grouping: None

5.1.2 RPT_INV_002: Disbursed items per year

Report Reference: RPT_INV_002

Report Name: Disbursed items per year

Report Purpose: List all items disbursed in a year

Search Parameters:

Year

Outputs:

Item Serial No
Item Name
Quantity
Date
Department

Aggregations:

Total count of items per department
Total count of items in the year

Grouping:

Department

5.2 Training Material Reports:

5.2.1 RPT_MAT_001: View training materials per authors

Report Reference: RPT_MAT_001

Report Name: View training materials per authors

Report Purpose: show all materials, types, and version date grouped by author

Search Parameters:

Requirements Analysis

Author Name
Material Type (lookup)
Material Title
Version Date

Outputs:

Author Name
Material Title
Material Type
Version Date

Aggregations:

Total count of materials per author

Grouping:

Author Name

5.3 Cars and Transportation Reports:

5.3.1 RPT_CARS_001: View Cars Details

Report Reference: RPT_CARS_001

Report Name: View Cars Details

Report Purpose: show all cars data and license renewal date

Search Parameters:

Car Plate Number
Plate Type
Model
License Renewal Date Range (From - To)

Outputs:

Car Plate Number
Plate Type
Model
License Renewal Date
Meter Reading: reading of the last work order for that car

Aggregations: None

Grouping: None

5.3.2 RPT_CARS_002: View Fuel Coupons of a car

Report Reference: RPT_CARS_002

Report Name: View Fuel Coupons of a car

Report Purpose: show fuel coupons for a car

Search Parameters:

Car Plate Number
Driver Name
Work Order Date

Outputs:

Car Plate Number
Plate Type
Car Fuel Consumption Rate
Driver Name
Work Order Date
Fuel Type
Fuel Amount (in litres)

Aggregations:

Count of coupons per car
Total fuel amount per car

Grouping:

Car Plate Number

Requirements Analysis

5.3.3 RPT_CARS_003: View maintenance history for a car**Report Reference:** RPT_CARS_003**Report Name:** View maintenance history for a car**Report Purpose:** show maintenance operations performed on a car**Search Parameters:**

- Car Plate Number
- 12 Driver Name
- 13 Operation Date Range (From - To)
- 14 Operation Type

Outputs:

- Car Plate Number
- Plate Type
- Driver Name
- Operation Date
- Operation Type
- Cost
- Meter reading before operation
- Meter reading after operation
- Operation Documents: link to view bills and archived papers.

Aggregations:

- Total cost of car maintenance operations

Grouping:

- Car Plate Number
- Plate Type

5.4 Human Resources Reports:**5.4.1 RPT_HR_001: View employee data form****Report Reference:** RPT_HR_001**Report Name:** View employee details form**Report Purpose:** show an employee basic data, evaluation grades, vacations balance in a block format**Search Parameters:**

- Employee Name
- Social Security Number

Outputs:

- Employee Name
- Social Security Number
- Job Title
- Department
- Job Description
- Date of Starting Work
- Evaluation grade for the last two years
- Vacation Balance (عقيلادي - عارضه)
- Total vacation days count for the current year (عقيلادي - عارضه - مرضي)
- Total of leave requests for the current year (نونيات الانصراف)
- List of penalties applied on the employee in the current year
- List of rewards applied on the employee in the current year

Aggregations: None**Grouping:** None

Appendix A: Proposed Reports

Correspondence Reports:

RPT_COR_001: View Incoming Messages

Report Reference: RPT_COR_001

Report Name: View Incoming Messages

Report Purpose: view incoming messages in a period of time

Search Parameters:

- Message Serial No
- Message Type
- Incoming Date Range (From – To)
- Origin

Outputs:

- Message Serial No
- Message Type
- Incoming Date
- Origin
- Number of Attachments
- Message Content
- Recipient Name

Aggregations: None

Grouping: None

RPT_COR_002: View Outgoing Messages

Report Reference: RPT_COR_002

Report Name: View Outgoing Messages

Report Purpose: view outgoing messages in a period of time

Search Parameters:

- Message Serial No
- Message Type
- Outgoing Date Range (From – To)
- Destination

Outputs:

- Message Serial No
- Message Type
- Outgoing Date
- Destination
- Number of Attachments
- Message Content
- Sender Name

Aggregations: None

Grouping: None

Counselor Secretary Reports:

Refer to correspondence reports RPT_COR_001 and RPT_COR_002, taking into consideration that they will show the messages of the counselor office only.

Museum Reports:

RPT_MUS_001: View Museum Items

Report Reference: RPT_MUS_001

Report Name: View Museum Items

Report Purpose: view Museum Items

Search Parameters:

- Serial No
- Item Name
- Item Type
- Date Entered Range (From – To)
- Source

Outputs:

- Serial No
- Item Name
- Item Type
- Date Entered
- Source
- Item Image

Aggregations:

- Total count of items

Grouping:

Public Relations Reports:

RPT_PR_001: View Tours

Report Reference: RPT_PR_001

Report Name: View Tours

Report Purpose: view the tours organized by the department in a period of time

Search Parameters:

- Tour Title
- Supervisor Name
- Tour Date Range (From – To)
- Participant Name

Outputs:

- Tour Title
- Supervisor Name
- Tour Date
- Participants List
- Tour Schedule: Scenes and timing

Aggregations:

Grouping:

RPT_PR_002: View Opera Shows

Report Reference: RPT_PR_002

Report Name: View Opera Shows

Report Purpose: view the opera shows reserved by the department in a period of time

Search Parameters:

- Show Name
- Show Date Range (From – To)
- Attendant Name

Outputs:

Requirements Analysis

Show Name
Show Date
Number of seats available
Number of seats reserved
Attendants List

Aggregations:

Grouping:

RPT_PR_003: View Events

Report Reference: RPT_PR_003

Report Name: View Events

Report Purpose: view the events organized by the department in a period of time

Search Parameters:

Event Title
Event Type
Event Start Date Range (From – To)
Event End Date Range (From – To)

Outputs:

Event Title
Event Type
Event Start Date
Event End Date
Event Description

Aggregations:

Grouping:

Accounting Reports:

RPT_ACC_001: View Car Loans

Report Reference: RPT_ACC_001

Report Name: View Car Loans

Report Purpose: view loans in a period of time for a certain car

Search Parameters:

Purpose
Car Plate Number
Loan Date Range (From – To)

Outputs:

Car Plate Number
Purpose
Driver Name
Loan Date
Loan Amount

Aggregations:

Total loans amount per car

Grouping:

Car Plate Number

RPT_ACC_002: View Other Needs Loans

Report Reference: RPT_ACC_002

Report Name: View Other Needs Loans

Report Purpose: view other needs loans in a period of time

Search Parameters:

Purpose
Car Plate Number

Requirements Analysis

Loan Date Range (From – To)

Outputs:

Department
Employee Name
Purpose
Loan Date
Loan Amount

Aggregations:

Total loans amount per employee
Total loans amount per department

Grouping:

Department
Employee Name

RPT_ACC_003: View Expenditure Terms

Report Reference: RPT_ACC_003

Report Name: View Expenditure Terms

Report Purpose: View expenditure terms in a period of time

Search Parameters:

Term Type
Beneficiary
Date Range (From – To)

Outputs:

Term Type
Beneficiary
Date Range
Amount

Aggregations:

Total loans amount per Beneficiary

Grouping:

Beneficiary

HR Reports:

RPT_HR_002: View employee deputation history

Report Reference: RPT_HR_002

Report Name: View employee deputation history

Report Purpose: show previous deputations information for employees

Search Parameters:

Employee Name
Social Security Number
Job Title
Deputation Renewal Date Range (From – To)

Outputs:

Employee Name
Job Title
Department
Job Description
Original Employer
Deputation Date
Deputation Renewal Date

Aggregations: None

Grouping: None

Requirements Analysis

RPT_HR_003: View employee Incentives and Overtime

Report Reference: RPT_HR_003

Report Name: View employee Incentives and Overtime

Report Purpose: View employee Incentives and Overtime in a period of time

Search Parameters:

- Employee Name
- Social Security Number
- Department
- Date Range (From – To): when the incentive applied

Outputs:

- Department
- Employee Name
- Job Title
- Date
- Incentive Percentage
- Overtime Hours

Aggregations: None

Grouping:

- Department
- Employee Name and Job Title

RPT_HR_004: View employees Evaluation Grades

Report Reference: RPT_HR_004

Report Name: View employees Evaluation Grades

Report Purpose: View employees Evaluation Grades in a period of time

Search Parameters:

- Employee Name
- Social Security Number
- Department
- Evaluation Date Range (From -- To)

Outputs:

- Department
- Employee Name
- Job Title
- Date
- Incentive Percentage
- Overtime Hours

Aggregations: None

Grouping:

- Department
- Employee Name and Job Title

Cars Reports:

RPT_CARS_002: View cars that need license renewal

Report Reference: RPT_CARS_002

Report Name: View cars that need license renewal

Report Purpose: View cars that need license renewal in a period of time

Search Parameters:

- Renewal Date Range (From – To)

Outputs:

- Car Plate Number
- Car Plate Type
- Last Renewal Date

Requirements Analysis

Last Renewal Fees
Due Renewal Date

Aggregations: None
Grouping: None

RPT_CARS_003: View Work Orders

Report Reference: RPT_CARS_003

Report Name: View Work Orders

Report Purpose: View work orders in a period of time

Search Parameters:

Car Plate Number
Driver Name
Work Order Date Range (From – To)
From Location
To Location

Outputs:

Car Plate Number
Driver Name
Work Order
From Location
To Location
Route
Meter Reading before order
Meter Reading after order

Aggregations: None
Grouping: None